

INDIANA TOBACCO PREVENTION AND CESSATION AGENCY

Job #: **058-01**

Division: Evaluation Division

Location: Downtown Indianapolis

**Job Duties:** The Indiana Tobacco Prevention and Cessation Agency enables recent college graduates participating in the Governor's Public Service Summer Internship Program to receive a broad range of experience in administering a new statewide public health program. The Intern will participate in the different activities of the agency such as: counter marketing media campaigns, community-based, minority based, and statewide tobacco control programs, as well as program evaluation and enforcement of Indiana tobacco laws. At the completion of their fellowship, we anticipate that students will have increased their knowledge and understanding of the comprehensive nature of tobacco prevention and cessation initiatives. They will also be exposed to the management of a statewide grant program requiring accounting and management reports from grant recipients to the State Agency.

In addition the Intern will work directly on the following tasks:

- ❖ Assist in the development and implementation of community-based, minority-based and statewide programs
- ❖ Assist with agency youth groups and Voice Hubs
- ❖ Assist with the media counter-marketing program
- ❖ Help the agency conduct events such as the Indiana State Fair
- ❖ General administrative duties as required

**Minimum Qualifications:** College level training in public health programs or Administration.

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INDIANA TOBACCO PREVENTION AND CESSATION AGENCY

Job #: **058-02**

Division: Evaluation Division

Location: Downtown Indianapolis

**Job Duties:** The Indiana Tobacco Prevention and Cessation Agency enables recent college graduates participating in the Governor’s Public Service Summer Internship Program to receive a broad range of experience in administering a new statewide public health program. The Intern will participate in the different activities of the agency such as: counter marketing media campaigns, community-based, minority based, and statewide tobacco control programs, as well as program evaluation and enforcement of Indiana tobacco laws. At the completion of their fellowship, we anticipate that students will have increased their knowledge and understanding of the comprehensive nature of tobacco prevention and cessation initiatives. They will also be exposed to the management of a statewide grant program requiring accounting and management reports from grant recipients to the State Agency.

In addition the Intern will work directly on the following tasks:

- ❖ Assist in the development and implementation of community-based, minority-based and statewide programs
- ❖ Assist with agency youth groups and Voice Hubs
- ❖ Design data collection procedures and develop database needs of our partner organizations
- ❖ Conduct research on tobacco related issues
- ❖ General administrative duties as required

**Minimum Qualifications:** College level training in public health programs or initiatives.

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